

Backing up your Sage Company using Microsoft SQL Server Studio Manager

Introduction

Sage 200 does not have any built in ability to back up your data, but one way you can make a backup, is through the use of Microsoft SQL Server Studio Manager, software provided by Microsoft to allow you to manage the SQL Server, on which Sage 200 runs.

The ability to access and use this software depends on your own network environment. This document assumes the most common methods of access and use.

The method of backing up a database varies according the version of Microsoft SQL Server Studio Manager being used. This guide was prepared using version 18.

USE MICROSOFT SQL SERVER STUDIO MANAGER WITH EXTREME CAUTION:

It has a lot more functionality than just creating backups and some of this functionality could destroy your database. Seek advice from your IT team or Dayta Support if you are not confident or are in anyway unclear on what you need to do.

Prerequisites

You must have access to the software, which may be installed:

- On your local PC
- On the SQL Server (a separate Windows account may be required)
- On a Remote Desktop Server (a separate Windows account may be required)
In hosted environments you may not be able to access the software at all.

You must have rights to access the SQL Server and these may be assigned to:

- The Windows account
- Through a SQL Server account (not the same as your Windows account)
- Knowledge of the "sa" account Password.

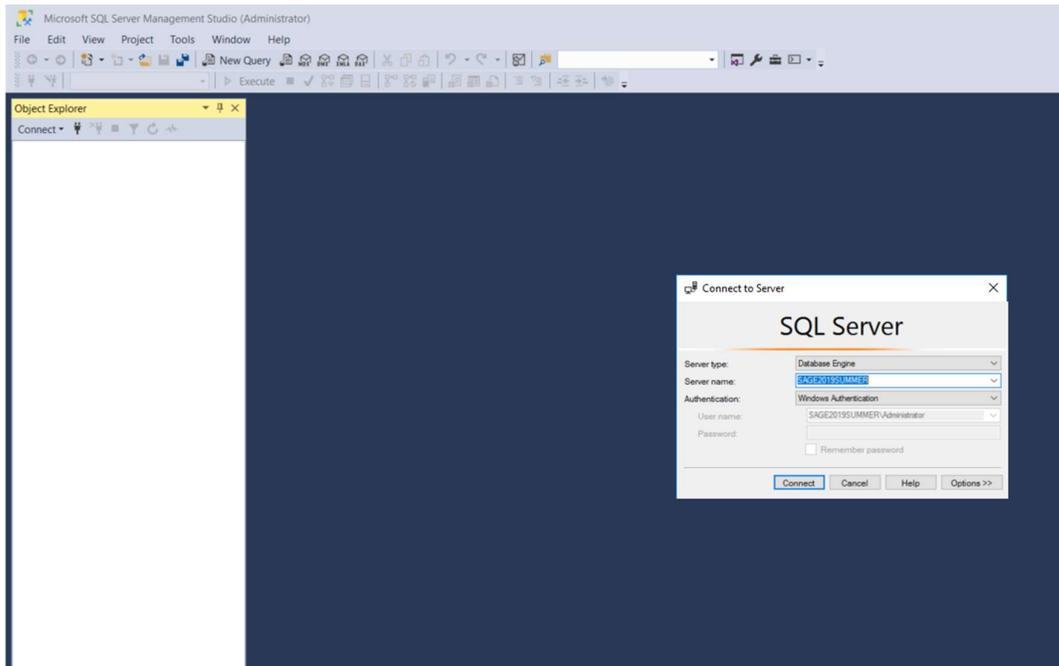
Making a Backup

Make sure no-one is logged into Sage 200.

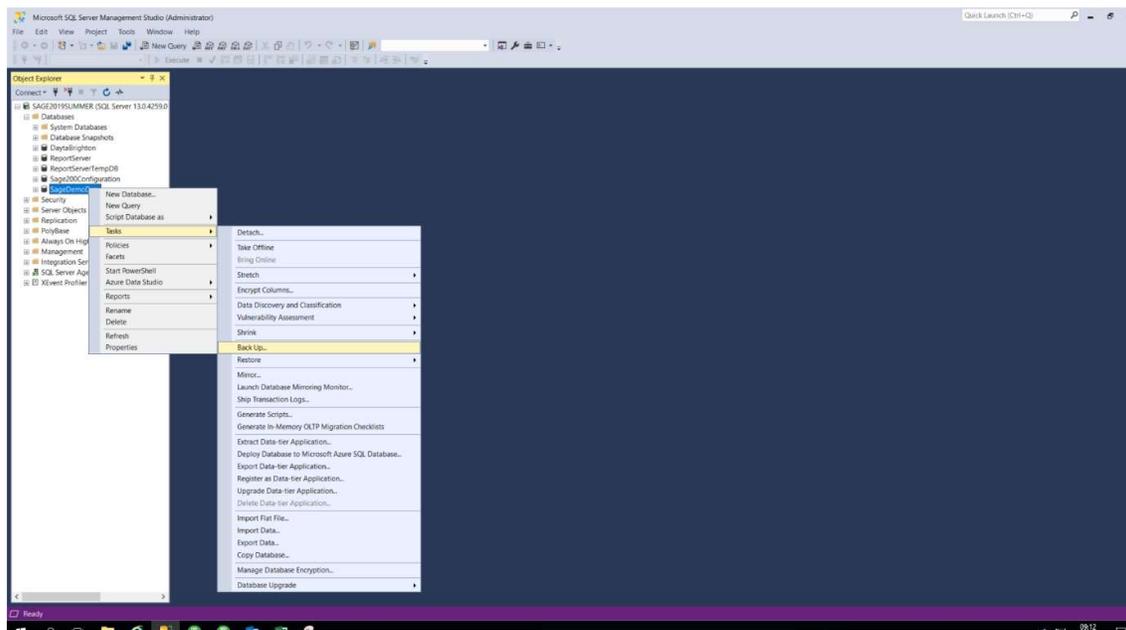
Navigate to where you can run Microsoft SQL Server Studio Manager

Run the software, when prompted (see screenshot below) and either:

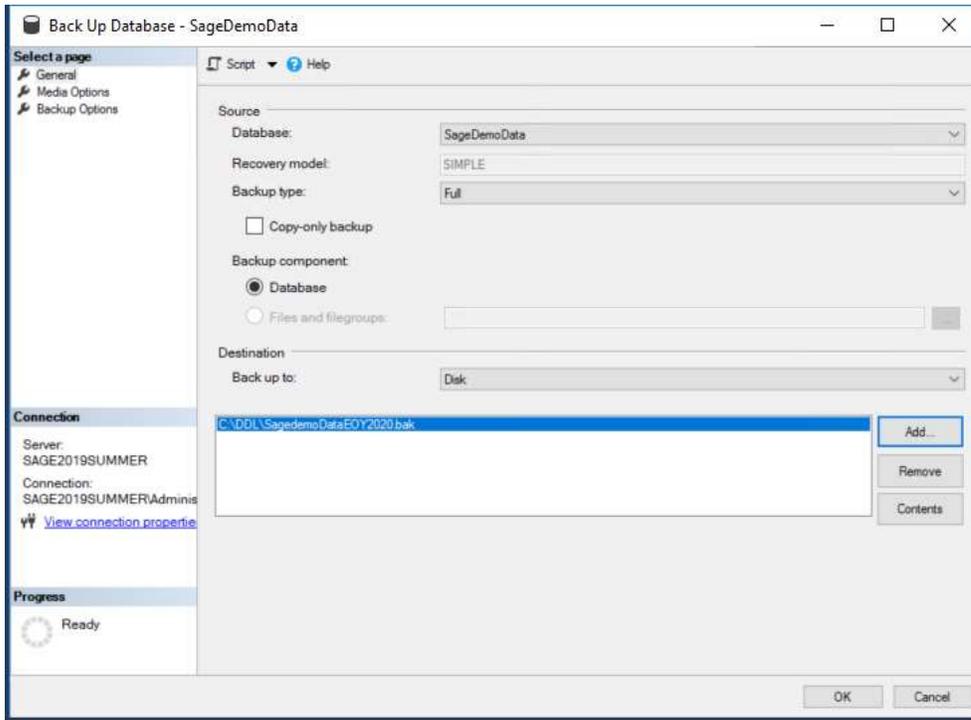
- Set the Authentication to “Windows Authentication” and click Connect
- Set the Authentication to “SQL Server Authentication” and enter your SQL Login and Password or set login to “sa” and enter the sa password. Then Click connect



Expand out the database list and **right click** on the database you wish to back-up. Select 'Tasks' then 'Backup' as shown in the picture below



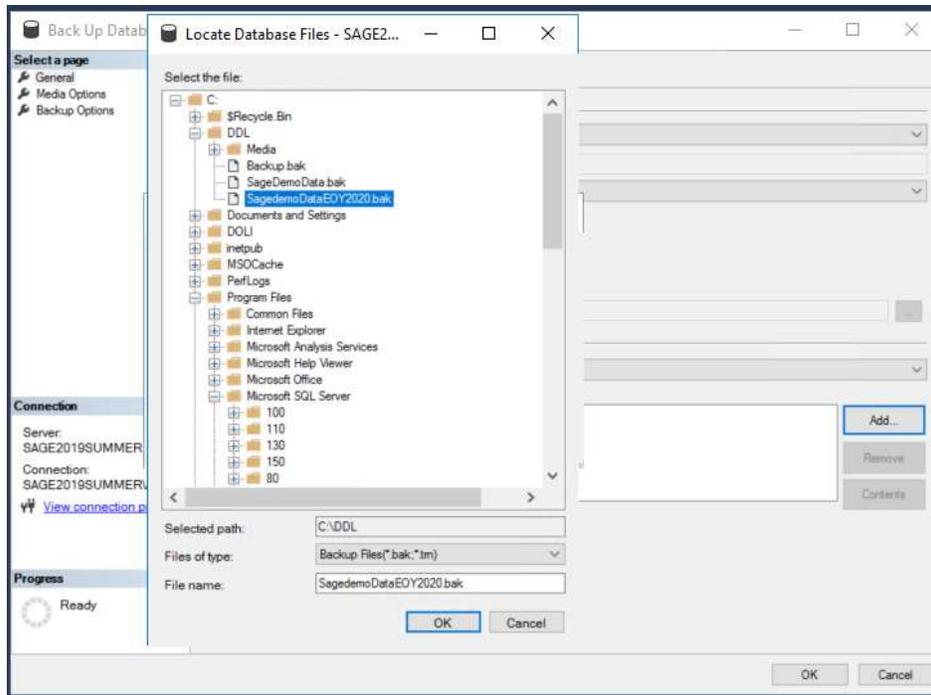
The following screen is displayed:- **DO NOT click on OK.**



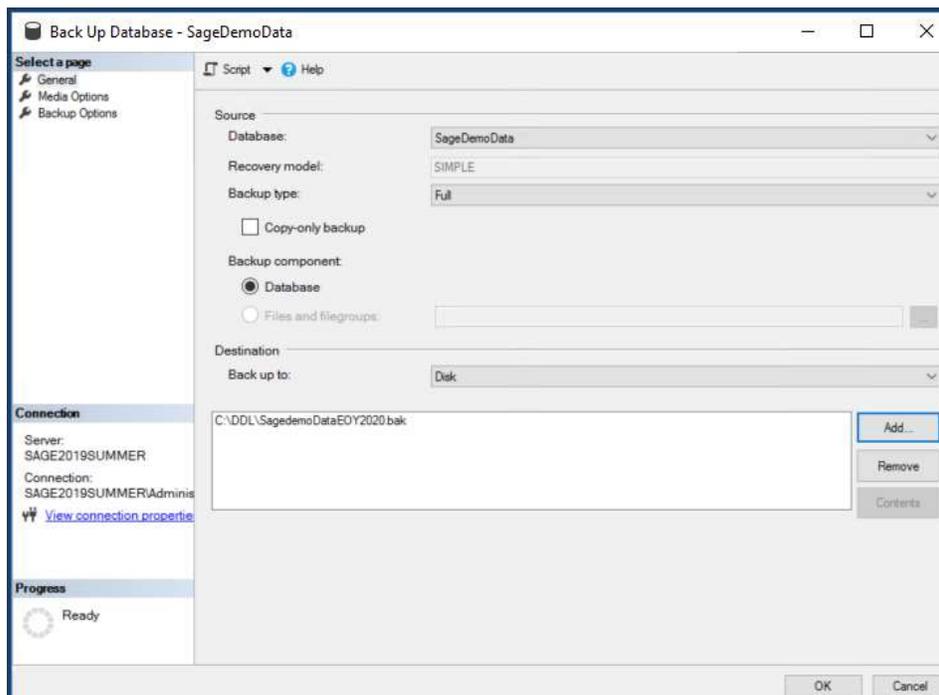
You now need to set the target destination and file name for the new backup. Click Remove to remove the last back up then click Add to get the screen below.



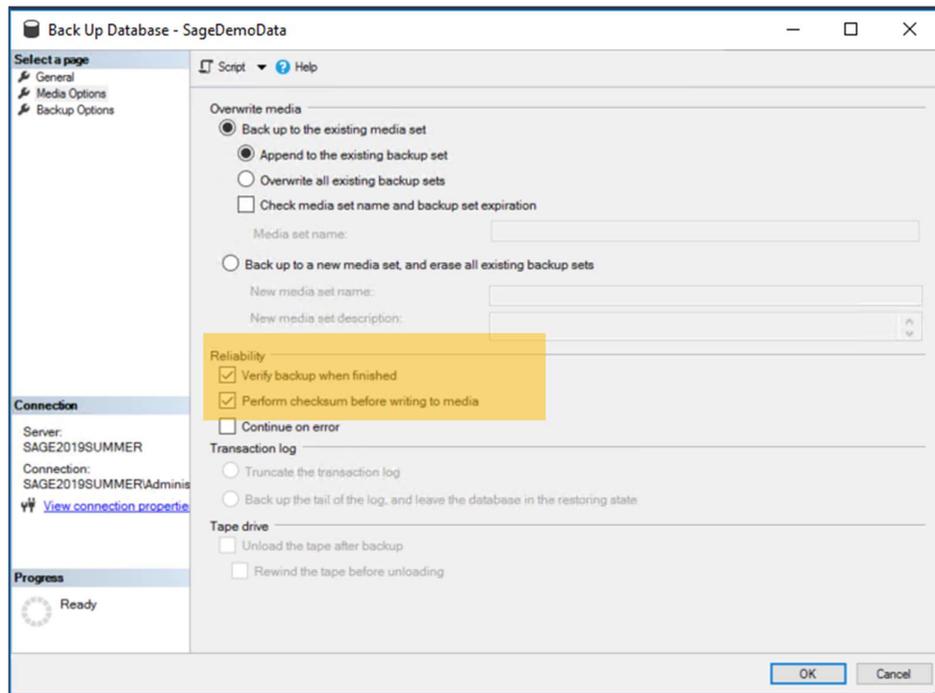
Click the ellipse (...) and navigate to the folder where you want the backup to be saved. Give the backup file a name and include the .bak extension before clicking OK as shown overleaf.



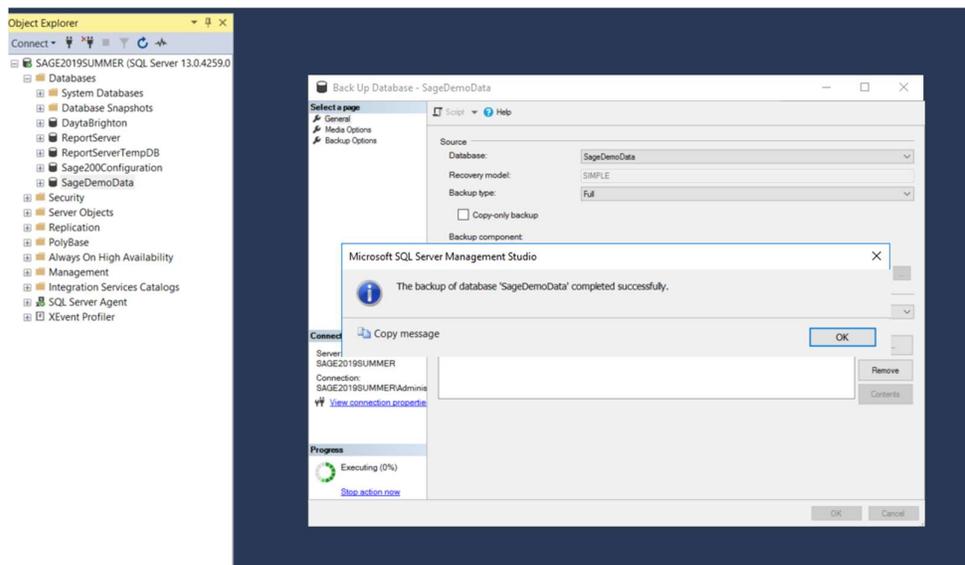
This will return you back to the screen below with the target filename and destination set



Now click Media Options and ensure that the check boxes highlighted are ticked as shown below



Finally, click ok to run the backup. How long the process takes will depend on how big the database is. The backup is complete when you see the message shown below



Click ok and Exit from Microsoft SQL Server Studio Manager. Navigate to where you saved the back up and visually check that the file is there.

You have now backed up your Sage Company database.